



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.2.7	Subject: INVENTORIES / RECORDS MANAGEMENT
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 1
Section 2: Fiscal Management	Effective Date: May 1, 1996
Signature: /s/ Bill Slaughter, Director	Revision Date: 04/18/06

I. POLICY

The Department of Corrections will practice records and property accountability by conducting inventories as required by Montana Statutes, Administrative Rules of Montana, and Montana Operations Manual, Volumes I and II.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. REFERENCES

- A. 2-6-201 through 2-6-404; 17-2-102, 53-1-203; *Montana Code Annotated*
- B. *Volume I, Chapter 800; Volume II, Chapter 1700; Montana Operations Manual*

IV. DEFINITIONS

None.

V. DEPARTMENT DIRECTIVES

A. Inventories and Records Management

The Department will conduct inventories and maintain records management according to procedures in *Sections 2-6-101 through 2-6-214, Montana Codes Annotated (MCA); Section 17-2-102, MCA; Volume I, Chapter 800, Montana Operations Manual (MOM); and Volume II, Chapter 1700, MOM.*

VI. CLOSING

Questions concerning this policy should be directed to the Centralized Services Division Administrator.